

JOB DESCRIPTION AND PERSON SPECIFICATION	
<b>Job Title:</b> Project and Campaign Manager: COP26	<b>Accountable to:</b> Director of External Relations University Lead on Climate Emergency
<b>Contract Length: 8 months (April-Nov 2021)</b>	<b>FTE: 1.0</b>
<b>Salary:</b> £34,943 - £42,914 pro rata	<b>Grade: 4</b>
<b>College/Service:</b> Central Saint Martins, External Relations	<b>Location:</b> Granary Square Campus, Kings Cross
<p><b>Purpose and Context of Role</b></p> <p>In 2019 the University committed strongly to taking action around climate change. Through various actions and events at college and University level, momentum is building in this area. As COP26 approaches, we are keen to seize the opportunity to reinforce the importance of the arts, creative education, research and knowledge exchange in the conversation. We aim to do this by a) taking a leadership role in an advocacy campaign bringing together a consortium of national and international culture &amp; education institutions, to coincide with COP and b) delivering a programme of events to create both an evidence-base for this campaign and a world-leading 'creative climate summit'. This aspect will be delivered in partnership with Glasgow School of Art and others tbc.</p> <p>Your role be to manage the overall delivery of the project, with particular responsibility for strategic partnerships and the public campaign. To do this, you will work closely with CSM's Creative Producer: College Culture and Community; the UAL Climate Emergency Action Group; the Climate Emergency Network; the University Associate Director of Estates (Sustainability) and CSM's Head of College, in his role as University Lead on Climate Emergency.</p> <p>This post will require flexible working including evening and weekends as required, particularly as approach the COP summit in November 2021.</p>	
<p><b>Duties and Responsibilities</b></p> <p><b>Project and Campaign Management</b></p> <ul style="list-style-type: none"> <li>To create, manage and deliver a UAL-led influential campaign promoting creative education, research and practice as central to the climate emergency discourse and policymaking in the lead up to COP26.</li> <li>To bolster this campaign by establishing a creative climate consortium: leveraging existing partnerships and establishing new strategic links with endorsement from significant agents in the sector.</li> <li>To identify and make links with policymakers</li> <li>To generate visibility and engagement with this campaign through national and international media and within both the creative HEI and cultural sectors.</li> <li>To position the COP campaign strategically in order to reinforce the importance of eco-centric values in our University's decision-making and business model.</li> <li>To collaborate with the project's Creative Producer on a series of internal and external facing events to create a substantial evidence-base for the campaign.</li> <li>To work with the College and University External Relations teams to ensure that all information is communicated in good time to ensure effective publicity and marketing, audience development and diversification</li> <li>To ensure that good relationships are built, maintained with all external stakeholders, collaborators and partners.</li> <li>To work with the College Events and Legal teams and other college colleagues to ensure that all activity is properly costed, risk-assessed and contracted, as required.</li> </ul>	

### Generic to roles at UAL

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

### Key Working Relationships:

#### INTERNAL

- **Head of Central Saint Martins** (for strategic direction and oversight)
- **Creative Producer, College Culture and Community** (for creative direction, strategy and programming)
- **Climate Emergency Action Group** (for senior academic advisory input)
- **Climate Emergency Network** (for communication, programming and community)
- **Innovation and Business teams** (for industry partnerships)
- **International team** (for HEI and creative sector partnerships)
- **University Director of Sustainability** (for alignment with university sustainability strategy)
- **College and University External Relations teams** (for communication and PR)

#### EXTERNAL

- **Glasgow School of Art**
- **National and International HE sector**
- **Cultural Sector**
- **Media**

### Specific Management Responsibilities

**Budgets:** to be agreed

**Staff:** None but close engagement with a wide range of stakeholders

Signed \_\_\_\_\_ Date of last review March 2021  
(Recruiting Manager)

Shortlisting will be based on evidence (with appropriate examples where necessary) provided in your personal statement to demonstrate clearly how you meet the following criteria:

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"> <li>• Knowledge, interest and experience of contemporary visual arts and/or design practice in the UK and internationally.</li> <li>• Knowledge and interest in climate and ecological emergency discourse and its bearing on the creative and education sectors.</li> <li>• Knowledge of other arts, design, media and higher education institutions, nationally and internationally.</li> <li>• Relevant qualification, ideally in the arts, humanities and/or arts management.</li> <li>• Knowledge of governmental and intergovernmental environmental and development policy, including the Paris Accord and the UN SDGs</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of project management within the creative, higher education or public sectors</li> <li>• Experience of working on cultural, environmental, and/or educational campaigns.</li> <li>• Experience of working with minimum supervision.</li> <li>• Experience of engaging strategic partners, key audiences and the wider public</li> <li>• Experience of working in a dynamic and pressured work environment.</li> <li>• Experience of working with multiple stakeholders and with competing agendas and priorities</li> <li>• Experience of working both independently and collaboratively.</li> <li>• Experience of working collaboratively with communication, marketing, digital and/or academic colleagues.</li> <li>• Experience of writing compelling, persuasive content.</li> <li>• Experience of leading and collaborating on the development of partnership proposals.</li> </ul>

Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Relationship management	Builds and maintains positive relationships with internal and external stakeholders
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

**Last updated: Mar 2021**